



A4L_ACTIONS

Alliance for Life Sciences: From Strategies to Actions in Central and Eastern Europe

H2020-SC1-2020-Single-Stage-RTD -- 964997

D6.2 Data Management Plan

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Data Management Plan

Alliance for Life Sciences: From Strategies to Actions in Central and Eastern Europe (A4L_ACTIONS)

Following the Horizon 2020 DMP Template v2.0

Contact person

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Based on

Common DSW Knowledge Model, 2.3.0 (dsw:root:2.3.0)

Project phase

Before Submitting the DMP

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Data Management Plan created in Data Stewardship Wizard «ds-wizard.org»

Projects

We will be working on the following projects, and those are the data and work described in this DMP.

Alliance for Life Sciences: From Strategies to Actions in Central and Eastern Europe

Acronym

A4L_ACTIONS

Start date

1st May 2021

End date

30th April 2024

Funding

- [European Commission](#): 964997 (granted)

Research and innovation (R&I) plays a pivotal role in addressing Europe's societal challenges, including ensuring health and wellbeing of the citizens. Differences still persist in R&I performance between countries despite significant investments. In the

health sector, the R&I gap can profoundly affect the quality of health and life of European citizens. Continuing the success of Alliance4Life, the EU-funded A4L_ACTIONS project aims to tackle the health R&I gap by improving the culture, governance, recognition and innovation potential of the health research-performing institutions in the lower-performing Central and Eastern European countries. This will help increase their attractiveness and pave the way for collaborations with advanced European countries.

1. Data Summary

Non-equipment datasets

We also collect data from questionnaires. The non-equipment datasets are:

- **Questionnaire** – Online surveys for employees of beneficiary institutions. Format: HTML, PDF.
- **Training Materials** – Documents obtained during training, for example: PowerPoint presentations, Videos with recorded training, PDFs with studying materials, list of participants, photos of participants and trainers. Formats: PPTX, PDFs, DOCX, XLSX, image files, video files.
- **Conference Materials** – Documents from conferences and meetings, like: list of participants, PowerPoint presentations, videos with a recorded event, photos of participants, books of abstracts. Formats: PPTX, PDFs, DOCX, XLSX, image files, video files.
- **Focus Groups Materials** – Documents obtained during the work of Focus Groups, like: list of contacts, exchange of best practices, benchmarking surveys, reports, presentations, videos with recorded meetings. Formats: PPTX, PDFs, DOCX, XLSX, video files.

Data formats and types

We will be using the following data formats and types:

- **tables (XLSX), documents (DOCX, PDF), presentations (PPTX, PDF), images (JPG, PNG, etc.), video file formats (MP4, WMV, etc.)**

It is a standardized format. This is a suitable format for long-term archiving. We will have only a small amount of data stored in this format.

2. FAIR Data

2.1. Making data findable, including provisions for metadata

- **Questionnaires** (published)
The distributions will be stored in:
 - Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.
- **Training Materials** (published)
The distributions will be stored in:

- Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.
- **Conference Materials** (published)
The distributions will be stored in:
 - Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.
- **Focus Groups Materials** (published)
The distributions will be stored in:
 - Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.

There are no ‘Minimal Metadata About ...’ (MIA...) standards for our experiments. However, we have a good idea of what metadata is needed to make it possible for others to read and interpret your data in the future.

We will use other solution than (electronic) lab notebooks to make sure that there is good provenance of the data analysis: This project will contain only administrative data types, so there is no need to use lab notebooks. Provenance of the data will be kept in metadata information in each file.

We will be documenting the data with Dublin Core and DDI (Data Documentation Initiative) metadata standard.

We will be keeping the relationships between data clear in the file names.

2.2. Making data openly accessible

We will be working with the philosophy *as open as possible* for our data.

All of our data can become completely open immediately.

We have a consortium agreement that arranges Intellectual Property.

For our produced data, conditions are as follows:

- **Questionnaires** (published)
The distributions will be stored in:
 - Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.
- **Training Materials** (published)
The distributions will be stored in:
 - Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.
- **Conference Materials** (published)
The distributions will be stored in:

- Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.
- **Focus Groups Materials** (published)
The distributions will be stored in:
 - Special-purpose repository for the project. We will be able to support this repository for a sufficiently long time. The repository will provide a search and simple access interface.

2.3. Making data interoperable

We will be using the following data formats and types:

- **tables (XLSX), documents (DOCX, PDF), presentations (PPTX, PDF), images (JPG, PNG, etc.), video file formats (MP4, WMV, etc.)**

It is a standardized format.

2.4. Increase data reuse (through clarifying licenses)

The metadata for our produced data will be kept as follows:

- **Questionnaires** (published) – This data set will be kept available as long as technically possible.
- **Training Materials** (published) – This data set will be kept available as long as technically possible.
- **Conference Materials** (published) – This data set will be kept available as long as technically possible.
- **Focus Groups Materials** (published) – This data set will be kept available as long as technically possible.

As stated already in Section 2.2, all of our data can become completely open immediately.

We will be archiving data (using so-called *cold storage*) for long term preservation already during your project. The data are expected to be still understandable and reusable after a long time.

3. Allocation of resources

FAIR is a central part of our data management; it is considered at every decision in our data management plan. We use the FAIR data process ourselves to make our use of the data as efficient as possible. Making our data FAIR is therefore not a cost that can be separated from the rest of the project.

We will be archiving data (using so-called ‘cold storage’) for long term preservation already during your project.

None of the used repositories charges for their services.

We have a reserved budget for the time and effort it will take to prepare the data for publication.

Daniela Tršová is responsible for implementing the DMP and ensuring it is reviewed and revised.

To execute the DMP, no additional specialist expertise is required.

We do not require any hardware or software in addition to what is usually available in the institute.

4. Data security

Project members can carry data with them on password-protected laptops. All data centres where project data is stored carry sufficient certifications. All project web services are addressed via secure http (https://...). Project members have been instructed about both generic and specific risks to the project.

The risk of information loss in the project or organization is acceptably low. The possible impact to the project or organization if the information is leaked is small. The risk of information vandalism in the project or organization is acceptably low.

Personal data will only be collected for mailing lists (XLSX files) to contact people involved in the project. We will collect only names, affiliations, job titles, e-mail addresses and phone numbers of people involved in the project (employees of partner institutions) or people invited to participate in a specific part of the project (for example, people from companies invited to a conference). These lists will be securely stored in a repository that a login and password will protect. Login and password will only be available to a limited number of people from the project. We will not collect any sensitive personal data (such as dates of birth, private addresses, private telephone numbers, etc.), so there will be no need to anonymize/pseudonymize the personal data.

The archive will be stored in a remote location to protect the data against disasters. The archive needs to be protected against loss or theft. It is clear who has physical access to the archives.

5. Ethical aspects

For the data we produce, the ethical aspects are as follows:

- **Questionnaires**
 - It does not contain personal data.
 - It does not contain sensitive data.
- **Training Materials**
 - It contains personal data.
 - It does not contain sensitive data.
- **Conference Materials**
 - It contains personal data.
 - It does not contain sensitive data.
- **Focus Groups Materials**
 - It contains personal data.
 - It does not contain sensitive data.

We will collect consent for our use as well as reuse of the data.

6. Other issues

We use the [Data Stewardship Wizard](https://researchers.ds-wizard.org) with its *Common DSW Knowledge Model* (ID: dsw:root:2.3.0) knowledge model to make our DMP. More specifically, we use the <https://researchers.ds-wizard.org> DSW instance where the project has a direct URL: <https://researchers.ds-wizard.org/projects/a4dc66bf-166e-4494-86e2-a205cbdea6f>.

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